

Child Abuse and Neglect Registry Contacts

This information is subject to change. Last updated October 2, 2007.

Note: When indicated, requests made by Children's Administration staff and licensors should be submitted on the Children's Administration CA/N Registry Check Form.

Agencies responsible for conducting their own inquiries should use their own information release forms.

For additional information provided by the National Resource Center for Foster Care and Permanency Planning, go to http://www.hunter.cuny.edu/socwork/nrcfcpp/info_services/Adam-Walsh.html.

STATES	Contact Information	Procedures / Forms
Alabama	CAN Central Registry Office of Child Protective Services Department of Human Resources 50 Ripley Street Montgomery, AL 36130- 4000 Phone: (334) 242-9500 Contact: Sue Ash, Supervisor	Central Clearinghouse forms and instructions are available by calling (334) 242-9500 Forms must be signed and signature must be witnessed. Electronic transmission not available. Must mail forms to the address listed.
Alaska	Call this number to request a check for the county that the person lived in: 907-269-4000	FOR CHILDREN'S ADMINISTRATION ONLY: Use the CA CA/N Registry Check Form and get a signature from the individual. Print form on DSHS letterhead. Fax to (907) 465-2648 (907) 269-4001 - Anchorage
Arizona	Contact: Sandy Schultz Phone: 364-2732 Fax: (602) 530-1833 AZ Department of Economic Security Central Registry P.O. Box 44240 Phoenix, AZ 85064-4240	Put on agency letterhead. Include the information you are requesting, purpose of request, include the person's names, DOB, SS#, and known addresses in state. FOR CHILDREN'S ADMINISTRATION ONLY: Use the CA CA/N Registry Check Form and get a signature from the individual. Print form on DSHS letterhead.
Arkansas	Fax Arkansas form and standard cover letter on DSHS letterhead to: (501) 682-0407 (Attn: V. Williams) (501) 682-0407 (Phone for Central Registry) Toll Free: (800) 482- 5964	<u>Arkansas form</u>
California	California Department of Justice Bureau of Criminal Information and Analysis Child Protection Program PO Box 903387 Sacramento, CA 94203- 3870 Phone: (916) 227-3285	<u>California form</u> <u>www.ag.ca.gov</u> 1) locate Programs and Services 2) locate Criminal Justice header 3) select Child Protection Program California has been seeking state legislation to allow for the release of CAN records to out-of- state child welfare agencies
Colorado	Phone: (303) 866-5932 Contacts: Helen Artz (303) 866-7183 Jan Diaz (303) 866- 7230 Valerie Fresquez (303) 866-7925 (Mon/Tue only) Rose Estrada, Manager, (303)866-7187 BIU, CDHS 3550 W. Oxford Avenue Denver, CO 80236	<u>http://www.cdhs.state.co.us/ea/RecordsandReports.htm</u> All information is required, including signature of the person, notary, and authorization to release. This form must be accompanied by a check or money order for \$10.00 made payable to CDHS, BIU. Background checks are completed from the SACWIS which was rolled out in 2001. Anything prior to that would need to be submitted to the county office. Note: Processing fees are reimbursable under Title IV-E administrative expenses.

Connecticut	DCF Hotline Fifth Floor 505 Hudson Street Hartford, CT 06106 Phone: (800) 624-5518 TDD Phone: (800) 550-6542 Fax: (800) 560-7072 Website	Requires an authorization of release signed and dated by the individual. The release must include the following information: <ul style="list-style-type: none"> • Purpose of the release (e.g., foster care, adoption) • Full name, clearly printed and spelled correctly • Date of birth • Addresses for each residence during the past 5 years • Social Security Number
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<ul style="list-style-type: none"> • Aliases, maiden names, other names • Name of spouse and date of birth • Name and date of birth of other adults in the home (over age 16) • Name of all children (biological, step) and date of birth <p>Mail or fax form. FOR CHILDREN'S ADMINISTRATION ONLY: Use the CA CA/N Registry Check Form and get a signature from the individual. Print form on DSHS letterhead.</p>		
Delaware	Department of Services for Children, Youth and Their Families 1825 Falkland Road Wilmington, DE 19805 Phone: (302) 892-5800 Fax: (302) 633-5191 (Do not fax on Wednesdays) Contact: Beth Kramer Website	A signed release is necessary. FOR CHILDREN'S ADMINISTRATION ONLY: Use the CA CA/N Registry Check Form and get a signature from the individual. Print form on DSHS letterhead. If additional information is needed, Delaware will provide a release form. Requests should state that the information is required to comply with the Adam Walsh Child Protection and Safety Act of 2006.
District of Columbia	Local (toll): (202) 727-7804 Child & Family Services Agency ATTN: Child Protection Register - Intake and Investigations 400 Sixth Street SW Washington, DC 2002 Website	Mail the original District of Columbia form with notary
Florida	Toll-Free: (800) 96-ABUSE (800-962-2873) Fax: (850) 488-1319 FL Dept. of Children and Families 1317 Winewood Blvd. Bldg. 6; Room 413 Tallahassee, FL 32399-0700 Website	Florida form FOR CHILDREN'S ADMINISTRATION ONLY: Use the CA CA/N Registry Check Form and get a signature from the individual. Print form on DSHS letterhead. Requires both Washington and Florida forms.
Georgia	Requests can be faxed (on letterhead) to Marsha Joyce with DHS- (404) 657-3415.	FOR CHILDREN'S ADMINISTRATION ONLY: Use the CA CA/N Registry Check Form and get a signature from the individual. Print form on DSHS letterhead. Request must include DOB, SS# and last known address in Georgia
Guam	Phone: (671) 475-2640 Fax: (671) 477-0500 Bureau of Social Services ATTN: Lydia Tenorio Human Services Administrator P.O. Box 2816 Hagatna, GU 96932	FOR CHILDREN'S ADMINISTRATION ONLY: Use the CA CA/N Registry Check Form and get a signature from the individual. Print form on DSHS letterhead. Request must include the reason the information is being requested. Guam cannot search by perpetrator name, only by victim name.
Hawaii	Hawaii Local (toll): (808) 832-5300 Statewide Section Administrator 420 Waiakamilo Road #300A Honolulu, HI 96813 Website	Call for more information. Faxed requests not accepted.

Idaho	Idaho Department of Health and Welfare Children & Family Services 450 W. State Street, 5 th Floor PO Box 83720	FOR CHILDREN'S ADMINISTRATION ONLY: Use the CA CA/N Registry Check Form and get a signature from the individual. Print form on DSHS letterhead.
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Boise, ID 83720-0036 Toll-Free: (800) 926-2588 Website : Contact: Tina Griffin griffinT2@idhw.state.id.us		
Illinois	Send a written request (on letterhead) by fax to 217-785-6580 attn: Linda Smith IL Dept. of Children & Family Services 406 E. Monroe Station #30 Springfield, IL 62701	FOR CHILDREN'S ADMINISTRATION ONLY: Use the CA CA/N Registry Check Form and get a signature from the individual. Print form on DSHS letterhead. Include the applicant's DOB, name, and any info on where they lived in Illinois if available (address, county, city).
Indiana	Toll-Free: (800) 800-5556 Fax: (317) 234-4633 Indiana Government Center South 402 W. Washington Street W364 MS08 Indianapolis, IN 46204-2773 Website :	Use Indiana form.
Iowa	Toll-Free: (800) 362-2178 Website : Contacts: Linda Chagoya Phone: (515) 515-5581 Fax: (515) 242-6884	Iowa form
Kansas	SRS / Children and Family Services 915 SW Harrison Street, 5 th Floor South Topeka, KS 66613 Toll-Free: (800) 922-5330 Website : Contact: Janna Gunckle isc@srs.ks.gov Phone: (785) 296-5636 Fax: (785) 296-0470	FOR CHILDREN'S ADMINISTRATION ONLY: Use the CA CA/N Registry Check Form and get a signature from the individual. Print form on DSHS letterhead. Requests may be faxed or mailed. Include the following information: name, alias, date of birth, SSN, and purpose of the inquiry,
Kentucky	Department for Community Based Services Records Management Section Phone: (502) 564-3834 Toll-Free: (800) 752-6200 Website :	Call for more information.
Louisiana	Fax: (225) 342-9087 Website	Contact for more information.
Maine	Department of Health and Human Services Office of Child and Family Services Child Protective Intake Unit 11 State House Station 221 State Street Augusta, ME 04333 Phone: (800) 452-1999 Fax: (207) 287-5065 Toll-Free: (800) 452-1999 Website :	FOR CHILDREN'S ADMINISTRATION ONLY: Use the CA CA/N Registry Check Form and get a signature from the individual. Print form on DSHS letterhead. May mail or fax form. Must include person's name, aliases, date of birth. Include any information on resident addresses within Maine and timeframe for residence in the state. Responses will provide only summary information concerning any maltreatment findings.
Maryland	Phone: (410) 767-7461 Department of Human Resources In-Home Services Social Services Administration 311 W. Saratoga Street, Room 553 Baltimore, MD 21201 Website	Contact for more information.

Massachusetts	Phone number 800-792-5200 Fax: (617) 439-2079 Massachusetts Department of Social Services 24 Farnsworth Street Boston, MA 02210 Website	Contact for more information.
Michigan	Phone: 517-241-2488 Toll free: 1-866-685-0006 Fax: (517)241-7047 Children's Protective Services & Foster Care Department of Human Services 235 S. Grand Ave Lansing MI 48933 Website	Contact for more information.
Minnesota	Dennis Curran, ABS Unit DSH – Division of Licensing Phone: (651) 284-0269 Email: dennis.curran@state.mn.us MN DHS Licensing Division Phone: (651) 296-3971 (651) 296-2217 Website	Authorization for release of information is required. Call (651) 296-3971 to get a copy. The authorization must be signed and dated by the subject, and must include the following: 1. Purpose of the release (e.g., foster care, adoption) 2. Full name, clearly printed 3. DOB 4. Current address 5. Previous residence in Minnesota, including county and city 6. SSN (optional) 7. Name and agency to whom information will be released
Mississippi	Toll-Free: (800) 222-8000 Local (toll): (601) 359-4991 Website:	Contact for more information.
Missouri	Toll-Free: (800) 392-3738 Local (toll): (573) 751-3448 Website:	Missouri form
Montana	Montana Child and Family Services Division Centralized Intake Unit PO Box 8005 Helena, MT 59604 Phone: (866) 820-5437 Fax: (406) 444-4156 Toll-Free: (866) 820-5437 Website:	Contact the child abuse hotline (number to the left).
Nebraska	Nebraska Health and Human Services Box 95044 Lincoln, NE 68509-5044 Phone: (402) 471-9322 Fax: (402) 471-9034 Toll-Free: (800) 652-1999 Website: Contact: Suzann Johnson	FOR CHILDREN'S ADMINISTRATION ONLY: Use the CA CA/N Registry Check Form and get a signature from the individual. Print form on DSHS letterhead. Form must be notarized, signed and dated by subject. The release must include: <ul style="list-style-type: none"> • Purpose of the release (adoption or foster care/placement only) • Full name, clearly printed or typed • Date of birth • Address, include addresses for last 5 years • SSN • Other names, aliases, maiden names, married names • Name of spouse and date of birth • Name and DOB of other individuals in the home • Names of all children in the home and DOB
Nevada	Nevada Central Registry Nevada Division of Child & Family Services 711 E. Fifth Street Carson City, NV 89701-5092 Toll-Free: (800) 992-5757 Local (toll): (775) 684-4400	Form can be accessed at http://www.dcf.state.nv.us/DCFS_ChildProtSer.htm A signed release is required. Must include name, aliases, date of birth and SSN.

Fax: (775)684-4456 [Website:](#) Contact: Sue Lamon Phone: (775) 684-4415

New Hampshire	NHDCYF Central Registry 129 Pleasant Street Concord, NM 03301 Toll-Free: (800) 894-5533 Local (toll): (603) 271-6556 Fax: (603) 271-4729 <u>Website:</u>	Form 2202, Central registry Name Search Authorization. Contact for more information.
New Jersey	Department of Children and Families, Office of Licensing Attn: Richard Farrell P.O. Box 707 Trenton, NJ 08625-0707 Phone: (609) 987-2028 TDD: (800) 835-5510 TTY: (800) 835-5510 Toll-Free: (877) 652-2873 <u>Website:</u>	Contact for more information.
New Mexico	Fax: (505) 476-5490 Toll-Free: (800) 797-3260 Local (toll): (505) 841-6100 <u>Website:</u>	For checks on prospective foster or adoptive parents only (including relatives) who may have resided in NM within the last five years, send a request by mail or fax. Include previous addresses and dates of residence in NM, as well as SSN, date of birth and previous names/aliases. FOR CHILDREN'S ADMINISTRATION ONLY: Use the CA CA/N Registry Check Form and get a signature from the individual. Print form on DSHS letterhead.
New York	State Central Register PO Box 4480 Albany, NY 12204 TDD: (800) 369-2437 Toll-Free: (800) 342-3720 Local (toll): (518) 474-8740 <u>Website:</u>	Contact for proper forms.
North Carolina	Family Support and Child Welfare Policy Team 325 N. Salisbury Street 2408 Mail Service Center Raleigh, NC 27699-2408 Contact: Terri Reichert, policy consultant Phone: (919) 733-4622 General Phone: (919) 733-4622 <u>Website</u>	Contact for more information.
North Dakota	Fax: (701) 328-3480 North Dakota Department of Human Services Children & Family Services Division 600 East Boulevard Ave. ismarck ND 58505 B <u>Website</u>	Contact for more information.
Ohio	Children's Protective Services Section Ohio Department of Job and Family Services 65 East State Street, 5th Floor Columbus, OH 43215-4213 Phone: (614) 466-9274 Fax: (614) 466-0164 1-866-635-3748 OPTION 2 <u>Website</u>	FOR CHILDREN'S ADMINISTRATION ONLY: Use the CA CA/N Registry Check Form and get a signature from the individual. Print form on DSHS letterhead. Written Request on Letterhead. **MUST SAY THAT IT IS PURSUANT TO THE ADAM WALSH LEG. OF 2006**
Oklahoma	Oklahoma Department of Human Services Children & Family Services Division Attn: Adoption Services	Call the Child Abuse Hotline at 800 522-3511 and tell them what city or cities the individual lived in – they will give you the county and phone number for the place you'll have to call to

PO Box 25352 Oklahoma City, OK 73125 (use only for adoption)		get the fax number to send a letter requesting the info.
Oregon	Phone: (503) 945-5683 Fax: (503) 378-3800 <u>Website</u>	<u>Oregon form</u> Contact for more information. Fax on Letterhead, must state specific reason

Pennsylvania	ChildLine Phone: (717) 783-1964 Toll-Free: (800) 932-0313 <u>Website:</u>	Go to: http://www.dpw.state.pa.us/General/FormsPub/003671038.htm \$10 fee
Puerto Rico	Toll-Free: (800) 981-8333 Local (toll): (787) 749-1333 Fax: (787)625-4191 Spanish Information on <u>Website:</u>	Contact for more information. Fax on Letterhead with Specific Reason, ATTN: Central Registry
Rhode Island	Rhode Island State Central Registry and Child Abuse Hotline Phone: (800) 742-4453 (401) 528-3843 Fax: (401) 528-3480 <u>Website</u>	Contact for more information. Fax on Letterhead, must state specific reason The requesting State must: send a written request on agency letterhead (with agency name, address and contact numbers) through fax, e-mail or mail with as much identifying information as possible, including names, dates of birth and last known Rhode Island addresses of adults and children in household.
South Carolina	South Carolina Department of Social Services Contact: Jocelyn Goodwin, CPS Program Manager Phone: (803) 898-7318 Email: jgoodwin@dss.state.sc.us Local (toll): (803) 898-7318 <u>Website:</u>	Go to: http://www.state.sc.us/dss/ \$15.00 fee per person
South Dakota	Local (toll): (605) 773-3227 <u>Website:</u>	<u>South Dakota form</u> Contact for more information.
Tennessee	Contact: Jerry Cunningham Phone: (615) 532-9700 Fax: (615) 532-6495 <u>Website:</u>	Authorization for release of information required. Fax on letterhead FOR CHILDREN'S ADMINISTRATION ONLY: Use the CA CA/N Registry Check Form and get a signature from the individual. Print form on DSHS letterhead.
Texas	Texas Department of Family & Protective Services Mail Code Y960 PO Box 149030 Austin, TX 78714-9030 Contact: Cindy Laurence Phone: (512) 929-6793	Contact Cindy Lawrence for the appropriate forms.
Utah	Contact: Andrea Hess Phone: (801) 538-4620 Fax: (801) 538-3993 Email: ahess@utah.gov Contact: Niki Wolfe, (801) 538-4439 Contact: Duane Betournay, (801) 538-4031 General: (801) 438-4620 <u>Website:</u>	Go to: www.dcfhs.utah.gov Select "Reports, Plans & Forms" Scroll down to the form named "Informed Consent of Liability" http://www.hsdhfs.utah.gov/PDF/Informed%20Consent.PDF Utah also requires a copy of the person's picture identification with this form.
Vermont	Child Abuse Registry Unit Department for Children and Families Family Services Division 103 South Main Street Waterbury, VT 05671-2401 Phone: (802) 241-2131 General: (800) 649-5285 <u>Website:</u>	<u>Vermont form</u>
Virginia	Virginia Department of Social Services Child Abuse Central Registry Unit 7 N. Eighth Street Richmond, VA 23219	<u>Virginia form</u> Form must be notarized. Electronic transmission is not available.

Contact: Betty Whittaker, Central Registry Supervisor

Phone: (804) 726-7567

Toll-Free: (800) 552-7096 Local (toll): (804) 786-8536 Website:

Virgin Islands	Phone: (340) 773-2323 ext. 2059 Fax: (340)773-6121
Washington	Washington form: http://www.dshs.wa.gov/word/ca/CANInformationRequestForm.doc

West Virginia	Toll-Free: (800) 352-6513 <u>Website:</u>	Go to: www.wvdhhr.org/bcf/provider_resources/
Wisconsin	Division of Children and Family Services Contact: S. Kate Johnson Bureau of Programs and Policies DCFS/DHFS 1 W. Wilson Street P.O. Box 8916 Madison, WI 53708-8916 Phone: (608) 266-1489 Fax: (608) 264-6750 <u>Website</u>	Contact for more information.
Wyoming	Contact: Kathy Garcia 2300 Capitol Avenue Room 348 Cheyenne, WY 82002 Phone: (307) 777-5894 Email: kgarci@state.wy.us <u>Website</u>	<u>Wyoming form</u> No charge for state child welfare agencies. Fee of \$8.00 per person for private adoption agencies.